

Chapter 3.4

Preventive maintenance

1. Applicability of this chapter

You are required to follow this chapter if you:

- a. Are a line manager at any level.
- b. Maintain Center-level equipment or systems.

2. Description of Sub-element 3.4

JSC shall have a written system for, and ongoing documentation of, monitoring and maintaining workplace equipment such as preventive and predictive maintenance to prevent equipment from becoming hazardous or causing an environmental noncompliance.

3. Maintenance requirements

The following maintenance requirements apply:

- a. If you operate JSC facilities or equipment, you shall have a written maintenance system for the facility and equipment.
- b. You shall maintain your facility and equipment so that it remains safe and maintain all safety, health, and environmental equipment so that it works when needed.
- c. The maintenance system shall include maintenance:
 1. Requirements and schedules based on manufacturer recommendations, federal, state, local, or NASA requirements, consensus standards, hazard analyses, etc.
 2. Records.

4. Responsibilities

Responsibilities for preventive maintenance are as follows:

- a. The ***Center Operations Directorate*** is responsible for maintaining major facility systems.
- b. ***Line organizations that operate facilities or equipment*** are responsible for making sure their facility equipment is properly maintained.
- c. The ***Safety and Test Operations Division*** is responsible for:
 - d. Maintaining JSC fire detection and suppression systems.
 - e. Reviewing or auditing maintenance records.

Part 3, Hazard prevention and control

5. Safety and health records

The following Center-level and organizational-level records will document preventive maintenance:

- a. Maintenance procedures and schedules that document the process for maintaining systems or equipment and the required frequency.
- b. Records that document that maintenance was done as scheduled.
- c. Records on anomalies and trends discovered.

6. Measurement

JSC measures preventive maintenance by whether or not required maintenance is done according to the schedules.